Hartismere School

Policy No 23 Premises Management and Lettings Policy

Policy led by: DE/LGB

Reviewed: November 2026

Next Review: November 2027

AIM OF THE SCHOOL

The aim of Hartismere School is to provide an excellent education in a safe, supportive learning environment, where people are valued and make positive contributions to the schools' communities, and where students go on to become responsible, independent members of society.

PRINCIPLES

The Governors regard the schools' buildings and grounds as community assets and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governors is to support the school in providing the best possible education for its students, and any lettings of premises to outside organisations will be considered with this in mind.

The general annual grant (which is provided for the education of the students) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

PURPOSES

- To provide clear guidance on lettings and the hire of school premises and equipment
- To enable community and lifelong learning access to school site and premises
- To promote the use of school facilities by the wider community
- To safeguard the interests of Hartismere School
- To ensure that the out of hours use of a school site is not subsidised by the school's budget

GUIDELINES

Definition of a Letting

A letting may be defined as *"any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), an individual or group of individuals, or a commercial organisation".* A letting must not interfere with the

primary activity of the school, which is to provide a high standard of education for all of its students.

The use of premises for activities such as staff meetings, parents' meetings, Trustees' meetings and extra-curricular activities of students supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's general annual grant. The school reserves the right to cancel or move books in order to accommodate the needs of the school eg for exams, production, parents evening.

Charges for a Letting

The Governors are responsible for setting charges for the letting of the schools' premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "oncosts";
- Cost of administration; ➢ Cost of "wear and tear";
- Cost of use of school equipment (if applicable); ➢ Profit element (if appropriate).

The specific charge levied will be reviewed annually, during the Summer Term, and increased in line with the Retail Price Index, for implementation from the beginning of the next financial year, with effect from 1st September of that year. Current charges will be provided in advance of any letting being agreed. Lettings will receive an invoice at the end of each half term retrospectively.

VAT

As Hartismere Family of Schools are not VAT registered there will be no VAT liability.

Management and Administration of Lettings

The Heads of School are responsible overall for the management of lettings, in accordance with the Governors' policy. The Heads of School may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Heads of School have any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of Governors, who is empowered to determine the issue on behalf of the Board.

The Administrative Process

Organisations seeking to hire the school premises should approach the school office, who will identify their requirements and clarify the facilities available. A ***Hiring Booking Form*** should be obtained and completed at this stage. Hirers will also be issued with a

copy of the terms and conditions. The Governors have the right to refuse an application, and **no letting should be regarded as "booked" until approval has been given in writing via email**. **No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.**

Once the completed forms have been received by the school and signed, a copy of the ***Hiring Booking Form*** will be returned to the hirer as confirmation, setting out full details of the letting. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governors' current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees which are received by the school will be paid into the school's bank account, in order to offset the costs of services, staffing etc (which are funded from the school's general annual grant). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

Safeguarding

The Hirer shall ensure that where any letting involves the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The school reserves the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the school is not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

To discuss any aspect of safeguarding, you can contact Mrs Claire Jones (DSL: cjo@hartismere.com) or Mr Geoff Luxton (DDSL: glu@hartismere.com) or by phoning the school on 01379 870315.

First Aid and evacuation procedures
You should ensure that you have appropriate first aid training and/or access to a first aid kit. There is a defibrillator located outside the car park entrance to the dance studio and by pupil services.

Hartismere School
Castleton Way
Eye
Suffolk
IP23 7BL

Geoff Luxton BSc PGCE Headteacher

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01379 870315

Sarah Gray BA MSt PGCE Headteacher

USE OF FLOODLIT ASTRO
WITH EFFECT 1 September 2026 to 31 August 2027

BASIC CHARGES PER HOUR

FULL	TWO THIRDS	THIRD	NOTES
£75.15	£58.00	£40.75	Adults Peak 6 – 9pm Weekdays
£54.60	£41.10	£27.65	Juniors Peak 6 – 9pm Weekdays
£68.40	£50.55	£32.85	Adults Off Peak - Weekends
£47.30	£33.75	£20.40	Juniors Off Peak - Weekends

- Cancellations of less than 24 hours' notice will incur the full charge of the booking
- Cancellations of less than 2 weeks will incur 50% of the charge of the booking
- All lettings are subject to availability
- The Hirer is responsible for ensuring that premises (including changing rooms if used) are left in a clean and tidy condition
- Users to ensure that no moulded studs to be worn

Junior Charges – apply to groups who can provide evidence that they have charitable status or provide evidence that the letting is for young persons under the age of 16 within a group who do not make a profit.

Adult Charges – apply for lettings for groups of adults who wish to hire the facilities.

FOR ALL BOOKINGS PLEASE CALL THE SCHOOL ON 01379 870315 OR E.MAIL lettings@hartismere.com

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USE OF EDUCATIONAL PREMISES AND FACILITIES
WITH EFFECT 1 September 2026 to 31 August 2027

BASIC CHARGES

Facility	Unit of Charge	Standard Charge	Business Charge
Dance Studio 1 Court	Per hour	£13.20	£20.00
Sports Hall 1 Court	Per hour	£11.00	£16.80
All Weather Surface 1 Court	Per hour	£7.35	£11.00
Games Courts (Tennis, Netball)	Per hour	£5.90	£8.40
Pitches * (Football, Rugby, Cricket)	Per hour	£22.45	£33.50
Hard Surface Area/Playground	Per hour	£15.00	£22.50
Single Classroom	Per hour	£15.00	£22.50
Drama Hall	Per hour Per day	£22.50 £112.00	£33.45 £167.50
Dining Hall	Per hour	By negotiation	By negotiation
Small Conference Room	Per hour	£15.00	£21.80
IT Suite	Per hour	By negotiation	By negotiation
Fitness Suite	Annual Membership	£34.15	n/a
Fitness Suite	Hourly rate	£5.40	n/a

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- Cancellations of less than 2 weeks will incur 50% of the charge of the booking
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- The Hirer is responsible for ensuring that premises (including changing rooms if used) are left in a clean and tidy condition

*Please note that the pitches are not available for hire during the 6 weeks summer holidays.

Standard Charges – apply for lettings for groups of adults who wish to hire the facilities.
Business Charges – apply to limited companies or any corporate organisation that wishes to use the facilities.